

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

January 25, 2023

Present: Ana Quiles, David Coe, Lety Garcia, Lillian Martinez, Rocio Sigala

Liliana Windover, Lizeth Chavez, Vini Montague, Ruth Janka, Clarence Foster, Evelyn McOmie, Cristina Preuss, Dr. Michael Fernandez, Gabriela Eshrati, Silvia Haro– Staff Members

Jennifer Koster- Board Member, Jasmine Barrios-Minutes Services, Lucy Paz-Interpreter - Guests

Absent: Alma Rodriguez

I. Call to Order

Ana Quiles called the meeting to order at 9:24 pm.

II. Public Input

Lety Garcia requested that the Administrative Affairs and Executive Committees be held bi monthly and that discussion on this topic be added to a future Committee Meeting.

III. Consent Items

A. Approval of Agenda

In the best interest of time, it was determined to defer item C under Committee Business: Annual Board Retreat and Dinner to the next Committee meeting. It was also decided to limit Item E under Committee Business: In-person Board and Committee Meetings to a 10-minute discussion. In lieu of a presentation, Item V: SDP and LVAC Presentation will consist of a question-and-answer session.

M/S/C (L. Martinez/L. Garcia) To approve the agenda as revised

B. Approval of Minutes of November 30th Meeting

M/S/C (D. Coe/L. Martinez) To approve the November 30th Meeting Minutes as presented.

IV. Consumer Advisory Committee – Dr. Michael Fernandez

A. CAC Report

Dr. Fernandez shared a concern from the committee regarding the CAC chair being unprepared for meetings, arriving late or missing meetings despite significant support in trying to identify barriers. The Committee will review the expectations for the role and identify a plan to rectify these issues.

V. Self-Determination Program and Local Advisory Committee Presentation - Silvia Haro

Silvia reviewed the report as presented in the packet. Highlights include:

In regards to Bagley-Keene, are meetings still required to be held in a hybrid format. Silvia responded that the virtual accommodation was extended through June 30,2023, however, may become permanent. SDLAC Board Liaison responsibilities will be presented to the Board and shared with the Executive Committee to generate interest in this position.

The committee reviewed the draft Board of Trustees Policy Statement for the SDP Liaison position provided in the packet.

M/S/C (L. Martinez/R. Sigala) To approve the SD Board Liaison Responsibilities for Board approval as revised to reflect a 1-year term.

VI. Committee Business

A. Liaison Reports

1. **ARCA Report** - Lety Garcia

Lety noted that the ARCA Strategic Plan is presented in the packet for the Committee to review. Feedback can be sent to ARCA by March, before it is finalized. Robert Dhondrup and Jennifer Williamson are listed under the Legislative Committee from the NLACRC staff. Regional Center dues are ARCA's operating funds and in return, ARCA provides advocacy for NLACRC's interests and facilitates those interests with legislators and DDS.

2. **Self-Determination Local Volunteer Advisory Committee** - Gabriela Eshrati

Gabriela reviewed the report as presented in the packet. Highlights include: Outstanding payments include 4 families who are in the wrong model by choice. The other area was that services were being billed under an incorrect service code. Families are encouraged to reach out to NLACRC at the first sign of an issue. Providers have not been invoicing weekly although NLACRC is funding weekly. State Council appointee will start on the Committee in February.

B. FY23-24 Performance Contract Revision- Ruth Janka

1. Review for approval

Item 7: Intake/assessment and IFSP Timelines (ages 0-2) was added to the Performance Contract as it is a standard compliance requirement. The revision requires Committee approval for presentation to the Board.

M/S/C (L. Martinez/R. Sigala) To approve the revision of the NLACRC 23-24 Performance Contract and recommend Board approval.

C. Annual Board Retreat and Board Dinner - *defer*

D. Draft Board Policy: Code of Conduct - Ruth Janka

Ruth reviewed the draft as presented in the packet to provide guidelines in the event of a complaint regarding Code of Conduct. This replicates the expectations from the Code of Conduct acknowledgement form signed by each board member and includes a provision for individuals with whom a complainant can speak. Revisions were noted in red. The Committee agreed that recommendations/resolutions in response to a Code of Conduct complaint will be made by the Executive Committee rather than an individual officer.

M/S/C (L. Martinez/D. Coe) To approve Code of Conduct Policy draft as revised for Board Review and approval.

E. In-Person Board and Committee Meetings- Ana Quiles

1. Commencing hybrid meetings

The Committee is considering a proposal to allow Committees to make their own decision in regards to hosting hybrid meetings vs. virtual meetings only.. The Committee will make the recommendation to the Board for each Committee to make their own determination on meeting models.

2. Hybrid protocols

Committees will also consider how to facilitate a hybrid meeting should they vote on that model. David Coe made the recommendation for NLACRC to develop and test the process before going live.

M/S/C (L. Martinez/D. Coe) To make a recommendation to the Board for Committees to determine their meeting model and for NLACRC staff to work in conjunction with the Committees to handle the logistics of the meeting.

F. FY2022-23 Board vs Expenditures – Vini Montague

Vini reviewed this information as presented in the packet.

Approved Budget: \$101,500.00

YTD Expenses: \$15,513.93

Budget Remaining: \$86,986.07

% of Budget Utilized: 15.28%

G. National Core Indicators (NCI)– Evelyn McOmie

1. 2019-2020 NCI Family Guardian Survey

The reports were presented in the packet

- Each year, National Core Indicators (NCI) asks people with intellectual and developmental disabilities (IDD) and their families how they feel about their lives and the services they get. NCI uses surveys so that the same questions can be asked to people in all NCI states.
- Questions for this survey are answered by a family member or legal guardian - usually a parent or sibling - of an adult with IDD who lives independently or in a supported setting.

2. 2019-2020 NCI Adult Family Survey

- Questions for this survey are answered by a person who lives in the same house as an adult who is getting services from the regional center. Most of the time, a parent answers these questions. Sometimes a sibling or someone who lives with the person and knows them well answers these questions.
- The survey results will be reviewed by the Board.

H. Strategic Plan: Individual Family Satisfaction Survey - Ruth Janka

1. Kinetic Flow Proposal

Ruth reviewed the proposal from Kinetic Flow regarding the Consumer and Family Satisfaction survey. Alternatives on facilitating the survey are being considered. Alternatives discussed include:

- A less in-depth survey from Kinetic Flow
- Sending out an RFP for alternate vendors
- NLACRC facilitating the survey in-house.

Concerns were raised regarding the cost of this survey from Kinetic Flow. The Committee decided that the RFP should implement the design of the survey for NLACRC to facilitate themselves upon the completion of the contract.

2. RFP Status

After discussion, it was decided to send out the RFP for vendors with the potential for NLACRC to facilitate survey after vendor sets up system and Ruth will reach out to Ami for a scaled-down approach.

I. Annual Spring Legislative Events - Robert Dhondrup

The Government and Community and Relations Committee approved an NLACRC-hosted Legislative Event. Robert presented a critical calendar with proposed timelines for the Committee to review. The Committee recommended a summary of the events and what action items were raised. The event would include a group training and proposed dates would be March 6-7 and March 13-14. The core-staffing formula would be a huge talking point for this event. Robert will provide updates on this event as it becomes available.

M/S/C (L. Martinez/D. Coe) To approve the Critical Calendar for the Annual Spring Legislative events as presented for Board approval.

VIII. Center Operations – Ruth Janka

Ruth referred the Committee to the packet for further information in the best interest of time. Ruth will be conducting full-day trainings for all Case Management focused on the Lanterman Act for all Service Coordination.

IX. Review of Meeting Action Items

- A. Obtain clear expectations for the SDLAC Board Liaison (Gabriela)
- B. Update the Performance Contract with Goal #7 (Ruth)
- C. Present the Board with options for Committee Meeting models (Ana)
- D. RFP to be sent out for the Strategic Plan Satisfaction Survey and to get a scaled down proposal from Ami (Ruth and Robert)

X. Board Meeting Agenda Items

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the November 30th Meeting
- B. FY2022-23 Board vs Expenditures

XI. Announcements / Information Items / Public Input

Ana shared that NLACRC participated in the Little Rock Christmas parade.

- A. Next Meeting: Wednesday February 22nd at 7:30 pm
- B. Committee Attendance (Page 163)
- C. Board Member Check-in with Executive Committee: Tuesday, January 24th at 5:30pm
- D. Committee off-site Quarterly Meeting: January 26th at 6:00pm
- E. SFV Life After High School Fair, January 26th, 6:00 pm
- F. FFRC Alternative to Conservatorship, February 6th at 12:00 pm
- G. Self-Determination Support Group, February 1st, 6:00 pm
- H. FFRC Taxes, IHSS and Retirement Workshop, February 1st & 2nd at 10:00 am
- I. Electronic Visit Verification Town Hall, February 2nd at 10:00 am
- J. LAUSD; The IEP Needs you, February 6th & 8th at 9:00 am
- K. Virtual Cafecito Entre Nos, February 9th at 11:00 am
- L. Virtual Alianza de Hombres, February 14th at 7:00 pm

- M. FFRC Advanced IEP Workshop, February 14th & 15th at 11:00 am
- N. Virtual Aprendiendo Entre Nos, February 16th at 10:00 am
- O. Different Thinkers, Different Learners, February 28th at 10:00 am

XII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 11:01 p.m.

Submitted by:

(*) *Lizeth Chavez*

Executive Administrative Assistant

() The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRCCRC staff.*